

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



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PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
MAY 5-9, 2014**

MONDAY, MAY 5, 2014

*1:30 pm Revolving Loan Fund Committee

Room 200, Northern Building
305 E. Walnut Street

TUESDAY, MAY 6, 2014

(No Meetings)

WEDNESDAY, MAY 7, 2014

*5:30 pm Public Safety Committee
(Jail Tour @ 4:30 pm)

Brown County Jail
3030 Curry Lane

*6:30 pm Planning Commission – Board of Directors

GB Metro Transportation Center
901 University Avenue

THURSDAY, MAY 8, 2014

(No Meetings)

FRIDAY, MAY 9, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Monday, May 5, 2014
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
1:30 p.m.

ROLL CALL:

Brent Miller _____
Robert Patrickus _____

Charles Riley _____
Ron Van Straten, Chair _____

ORDER OF BUSINESS:

1. Approval of the minutes of the January 16, 2014, meeting of the Brown County Revolving Loan Fund Committee.
2. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Shining Stars Pre-School & Childcare Center, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

3. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to discuss the current status of loan provided to Synchrotek, Inc.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

4. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Raven Manufacturing, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

5. Discuss new committee member appointments.
6. Other matters.
7. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

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PUBLIC SAFETY COMMITTEE

Patrick Buckley, Guy Zima
Bill Clancy, Andy Nicholson, Pat La Violette

PUBLIC SAFETY COMMITTEE

Wednesday, May 7, 2014

5:30 p.m.

**Brown County Jail
3030 Curry Lane, Green Bay, WI**

**** TOUR OF JAIL FACILITIES @ 4:30 PM; MEETING TO FOLLOW AT 5:30 PM ****

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE
ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of March 5, 2014.

Comments from the Public.

1. Review minutes of:
 - a. Fire Investigation Task Force Board of Directors (December 19, 2013).
 - b. Fire Investigation Task Force General Membership (December 5, 2013).
 - c. Traffic Safety Commission (January 16, 2014).

Communications

2. Communication from Supervisor Buckley re: After the recent LAX shooting, review the active shooter training and protocol for the airport security guards. As well as the Sheriff's Department officers and other local agencies responding. *February Motion: To hold until May, 2014.*

Clerk of Courts

3. Budget Status Financial Report for December, 2013.
4. Clerk of Courts Report.

Circuit Courts, Commissioners, Probate

5. Budget Status Financial Report for December, 2013 (unaudited).

Medical Examiner

6. 2014 Brown County Medical Examiner Activity Spreadsheet – March & April.
7. Mass Fatality Planning.

Sheriff

8. Budget Adjustment Request (14-23) Category 5: Increase in expenses with offsetting increase in revenue. Donation of funds from former Economic Crime Committee to Sheriff's Dept. to be utilized in fighting white collar crime.
9. Budget Adjustment Request (14-29) Category 5: Increase in expenses with offsetting increase in revenue. Jail vendor for inmate products agreed to contract addendum in the form of Technology Grant.
10. Budget Adjustment Request (14-30) Category 5: Increase in outlay expense for x-ray imaging device, offsets with additional grant revenue.
11. Budget Adjustment Request (14-31) Category 5: Increase in expenses to participate in a federal Homeland Security ALERT grant, offset by an increase in grant revenues.
12. Budget Adjustment Request (14-32) Category 5: Increase of expenses for purchase and training of bomb detection dog, offset by \$15,000 donation from GB Packer organization.
13. Resolution Approving Donation of Brown County Economic Crime Account Funds to Brown County Sheriff Department.
14. Sheriff's Report.

District Attorney, Emergency Management, Public Safety Communications – No agenda items.

Other

15. Audit of bills.
16. Such other matters as authorized by law.
17. Adjourn.

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, May 7, 2014
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:


Paul Blindauer	_____	John Klasen	_____
James Botz	_____	Michael Malcheski	_____
Paul Brewer	_____	Ken Pabich	_____
William Clancy	_____	Scott Puyleart	_____
Norbert Dantine, Jr.	_____	Dan Robinson	_____
Ron DeGrand	_____	Ray Tauscher	_____
Bernie Erickson	_____	Mark Tumpach	_____
Steve Gander	_____	Steve VandenAvond	_____
Steve Grenier	_____	Jason Ward	_____
Colleen Harris	_____	Dave Wiese	_____
Phil Hilgenberg	_____	Reed Woodward	_____
Dotty Juengst	_____	VACANT (Holland and Morrison)	_____

1. Approval of the minutes of the April 2, 2014, regular meeting of the Brown County Planning Commission Board of Directors.
2. Receive and place on file the draft minutes from the April 22, 2014, meeting of the Transportation Subcommittee.
3. **Public Hearing:** *Draft Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan.*
4. Discussion and action regarding Transportation Alternatives Program (TAP) project approvals for the Green Bay Urbanized Area.
5. Brown County Sewage Plan update.
6. Discussion and action on *Major Amendment #3 to the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area.*
7. Discussion regarding reorganization of the Brown County Planning Commission Board of Directors representation and structure.
8. Brown County Planning Commission staff updates on work activities during the month of April 2014.
9. Other matters.
10. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA. PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

MAY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Ed and Rec 5:15 pm @ Zoo	2	3
4	5	6	7 Public Safety 5:30 pm @ Jail	8	9	10
11  <i>Mothers Day</i>	12 Executive Cmte 5:30 p.m.	13	14	15	16	17
18	19	20	21 Board of Supervisors 7:00 pm	22 Admin Cmte 5:00 pm	23	24
25 Land Con & PD&T to be determined due to Memorial Day	26 Memorial Day County Board Office Closed 	27	28 Human Services 5:30 pm	29	30	31

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (April 24, 2014)
- Aging & Disability Resource Center - Nominations and Human Resource Committee (April 22, 2014)
- Harbor Commission (February 10, 2014)
- Planning Commission – Transportation Subcommittee – Draft (April 22, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

April 24, 2014

PRESENT: Tom Diedrick, Larry Epstein, Pat Hickey, Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Corrie Campbell, Melanie Maczka

EXCUSED: Keith Pamperin, Steve Daniels, Lori Rassmusen, Lisa Van Donsel

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Laurie Ropson, Shelly Staehler, Catherine Fewell, Jeremy Slusarek, Deb Baranczyk, Mary Schlautman, Holly Grose, Diana Brown, Denise Misovec, Steve McCarthy

The meeting was called to order by Chairperson, Diedrick at 8:37 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS: Welcome by Steve McCarthy, President of NEW Curative; Diana Brown, Vice President, Denise Misovec, Director of Older Americans Programs. Board members and ADRC Staff Shelly Staehler, Catherine Fewell, Jeremy Slusarek, Deb Baranczyk, Holly Grose who are new or are taking new positions and responsibilities.

ADOPTIONS OF AGENDA: Mr. Epstein/Ms. Hickey moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 27, 2014 AND APPROVAL OF AMENDED MINUTES FROM FEBRUARY 27, 2014: Ms. Relich/Ms. Swigert moved to approve the minutes. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT: Mr. Diedrick thanked Ms. Bowers for providing the new format as requested.

A. REVIEW AND APPROVAL OF FINANCE REPORT – MARCH 2014:

Ms. Bowers reviewed the Financial Highlights which outlined variables within Medicaid Administrative (MA) funding, State ADRC Contract, and Nutrition Program budget estimates for 2014. MA funding is based on actual program expenses so is not limited to budget estimates. The State ADRC Grant is limited to the contract amount as budgeted. The Nutrition Program budget is based on average meal donation (from historical data) per budgeted number of meals served. The variance is due to the program serving fewer meals than budgeted meals at a higher than budgeted average donation. Ms. Maczka/Ms. Campbell moved to approve the Finance Report – March 2014. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS – MARCH 2014:

Restricted donations: \$300 designated to Homebound Meal Program from WPS Dollars for Doers program which matches WPS's retiree and employee donations. Ms. Hickey/Mr. Epstein moved to approve the Restricted Donation Report. **MOTION CARRIED.**

STAFF REPORT - MARY SCHLAUTMAN, INFORMATION AND ASSISTANCE UNIT COORDINATOR: Ms. Schlautman reported Consumer activity continues to grow: 172 calls weekly in 2013, to 186 weekly calls in the first quarter of 2014. They are experiencing more complex calls requiring high staff involvement. The team is very active on community committees and doing outreach to providers to keep a pulse on available services and advocate for ADRC consumer unmet needs. Examples include;

- collaborations to create a Dementia Capable Communities,
- involvement with schools to help children transition to adult services,
- continuing Memory Screens events, and
- outreach to nursing homes to increase referrals for community relocation.

The Time Banking project in partnership with United Way, Goodwill, and Neighbor Works is starting a pilot in the Oakgrove Neighborhood. The In-home worker program which provides matches between registered private workers and consumers who need assistance in their home, has seen a 30% increase in referrals. Ms. Schlautman noted the continuing demand for transportation in rural areas, agency staff are working together to expand rural transportation capacity. Ms. Schlautman states she is proud to work with a great team who has been very flexible working through the office suite reconstruction.

Ms. Schlautman introduced Ms. Holly Grose, who recently moved to the new Information & Assistance Team Lead position. She noted a person with a strong public benefit background has been hired to fill her vacant position. Ms. Schlautman stated Ms. Grose has a medical background, has served as the Functional Screen Lead and liaison with the state and is highly respected by her peers. Ms. Grose thanked the board for the opportunity to work in this new position. She used a consumer story to illustrate how staff work with families in assuring consumers preferences and dreams are met. The contact began with adult children, who believed their parents were unsafe in their home, so requested information about moving them to assisted living. Ms. Grose offered a family meeting at the couple's home, where she helped the couple understand they are in charge of their destiny and encouraged them to share what they really wanted. Concentrating on their preferences, Ms. Grose assisted the family in putting a plan in place to make the home more accessible meeting the physical challenges the woman had and set up services to maintain safety and provide caregiver relief to address her husband's memory loss. The plan will help to ease the children's caregiving responsibilities so that the family can spend more quality time together. In addition the plan stretches the couple's financial assets further than institutional placement. The family was encouraged to keep in touch and equipped with information to reassure them that if things change options will be available.

Ms. Grose stated that the roll out of managed care will be a lot of work, but is confident staff is ready, with the training, skills, and expertise needed to make complex situations go smoothly for consumers.

NOMINATIONS AND HUMAN RESOURCE COMMITTEE REPORT:

Mr. Diedrick reported the committee discussed and approved a compensation adjustment which resulted from a supervisory position reclassification as well as approval to move forward to pursue another supervisory position reclassification. Ms. Christianson explained the agency uses the Brown County Classification and Compensation System which is dated and noted upward movement within the system was frozen many years ago through a Brown County Board directive. A number of existing positions are affected by the freeze. Position reclassification is a complicated process, but is the only way to move within the system. This year the county is conducting a study to update the Comp and Class Plan. Mr. Rucker noted that an updated Comp and Class plan may be introduced but would require county board approval so is not guaranteed to be put in place.

A. RE-ORGANIZATION OF SUPPORT TEAM/FRONT DESK AND STAFF CHANGES:

The agency is experiencing exceptional growth and the demand for customer and staff support is exploding. Rather than adding additional staff, the agency has been studying process efficiencies in the Front Desk/Reception and Support Team areas. There is additional work to be done but to date the study has shown that bringing these teams together will provide an opportunity for cross training, increased efficiency, and better customer service. The recent vacancies within the teams, Secretary and Front Desk Team Lead, and the announced retirement at year end of the AddLife

Program Coordinator provide the opportunity to make organizational chart changes in line with the recommendations of the process improvement studies.

The proposal included the following organizational chart changes:

- 1) AddLife Program Coordinator starting January 1, 2015 will no longer supervise Front Desk staff to concentrate on the modernization of the Adams Street AddLife location and increase outreach support to the rural centers.
- 2) The vacant Secretary and Front Desk Team Lead positions will be replaced with Office Assistants
- 3) These positions along with the Receptionist position will be part of the Support Team.

Mr. Diedrick comment there may be other changes that may be required with the coming of managed care. He stated that the Nominations and Human Resource Committee recommends the Board approve the reorganization and staff changes as outlined.

Ms. Hickey/Ms. Relich moved to approve the recommendations as presented by the committee. **MOTION CARRIED.**

NEW CURATIVE REPORT: The Board viewed a video produced by UWGB Channel 38 about the Adult Day Care services. Mr. McCarthy thanked the board for their support and invited persons to tour the Adult Day Care and Prevocational Program centers.

Ms. Brown reviewed a history of the agency leading up to and explaining the current services and programs. Ms. Brown explained the Older Americans Program – Adult Day Care and reviewed a handout explaining its operation, the results after one year of implementing a fee for service model and pride in the fact that the outcomes of the programs remain extremely positive.

Ms. Brown thanked the Board for the funding support of the ADRC including the meals provided through the ADRC nutrition program. Revenues from the change for fee for service have not changed as much as anticipated. The change to fee for service resulted in an 18% reduction in participation hours, with only a 6% reduction in participants. The agency also seeks grants from Community Foundation to help provide scholarships for persons who need financial assistance to attend.

Ms. Misovec reviewed handouts used to help staff explain the benefits of the Adult Day Program so that persons can visualize a typical day and feel comfortable with it. Stated that staff work hard at making day care a special and engaging place that people want to be at. They engage the Caregiver to keep a tab on stress to offer support as needed. Transportation is provided.

Ms. Campbell noted that she knows of families that benefit from the programs and praised the organization as the individuals all had positive comments.

Mr. Epstein noted he enjoyed the recent benefit concert and hoped it would continue annually.

Mr. McCarthy stated it was a collaborative effort with Southwest High School staff and students that afforded an opportunity for students to interact with participants. Many touching stories were told and all learned more about each other. Fund raisers with this type of community support make it possible to do what they do.

Ms. Swigert stated the importance for students to get personal experiences like these as they are the things that help them be better people.

Ms. Robinson asked if NEW Curative is one of a kind. Ms. Brown stated yes, yet there are three different rehabilitation centers in Brown County, NEW Curative, CP Center, and Aspiro support each other and work collaboratively to serve community needs without duplication of services. NEW Curative uses a unique business model as it operates separate for profit businesses that help support the non-profit side.

MUTUAL OF AMERICA CHANGES IN ELIGIBILITY TO THE 403B THRIFT PLAN: Ms. Christianson stated the amendment and resolution have been drafted to bring alignment with thrift plan and agency employee handbook. The Retirement plan has been in effect since 1979. A recent reduction is hours by one employee uncovered that the practice outlined in the employee handbook was different than the retirement plan booklet. The management team worked with Mutual of America to amend the plan, to make the necessary corrections, assure effected staff are made whole, and continue the agency's commitment to employee retirement. The resolution is the board's official acceptance of the plan. Ms. Christianson requested the board approve a dollar range expenditure outlined in the attachment to bring effected staff's retirement balances up to date. The final dollar amount will be provided by Mutual of America after investment earnings are calculated.

A. THRIFT PLAN AMENDMENT: Ms. Christianson outlined the changes as stated in the amendment.

- Employer contribution to plan will begin for employees completing 12 months of service in which 1000 hours have been worked. Formerly six months of service with no set hours worked.
- 100% immediate vesting (of employer contributions) for employees hired before 5/1/2014.
- 100% vesting (of employer contributions) upon completion of on year of vesting service for employees hired on or after 5/1/2014.

Ms. Relich asked if the 12 months was based on anniversary date or annual calendar. Ms. Christianson state it is anniversary date.

Ms. Robinson stated that the board values agency employees and their commitment. She asked if the agency does a review of staff growth and turnover rates. Ms. Christianson thanked the board for their support and stated 9 out of 10 staff that leaves do so due to life changes, such as a move out of the area. She noted the few that leave for other reasons seek renewed employment when openings occur. Ms. Swigert stated, it's important for the Board and management to value the culture. Those employees are willing to be challenged because they recognize that the easy way is not always the best way.

Ms. Relich/Ms. Swigert moved to approve the Thrift Plan Resolution approving the amendment. **MOTION CARRIED.**

A. THRIFT PLAN RESOLUTION: Board approval of Thrift Plan Amendment to include the needed funds to bring effected staff's retirement balances up to date.

Ms. Campbell/Mr. Epstein moved to approve the Thrift Plan Resolution. **MOTION CARRIED.**

FAMILY CARE UPDATE:

Ms. Christianson stated that Governor Walker announced Monday, April 21 the expansion of Family Care in seven counties in Northeast Wisconsin including Brown County. She explained that although Family Care has become common language it is really managed care, consisting of two distinct options which by law must be offered. The options are

- Family Care administered by managed care organizations (MCO) which are selected through a Request for Proposal (RFP) process. There can be more than one MCO in an area. They are paid a

capitated monthly rate per eligible person. Income is generated by managing expenses across all participants within this capitated rate.

- IRIS – (Include, Respect, I Self-Direct) the same capitated rate is used by the individual and/or their guardian to purchase needed services.

Ms. Christianson stated although the managed care roll out will be very demanding the agency will continue its commitment to providing the best possible service to all persons eligible for managed care or private pay, making sure that advocacy extends all. Mr. Diedrick noted that they expect the RFP will be released in the next 30-60 days plus time required for the bidding process. Once an MCO(s) is selected they need to hire and train staff. Actual enrollment could be 16-18 months away. Ms. Campbell stated that Mr. Chad Weininger, Brown County Administrator shared January 2015 as a likely start date for enrollment in Brown County. She also noted she did not know that IRIS is required. Ms. Robinson asked who requires IRIS to be available in a County. Ms. Christianson stated the Center for Medicare and Medicaid (CMS) requires both be offered. Mr. Rucker stated IRIS is not for everyone – because individuals become the employer and it may be difficult to manage. Ms. Christianson explained that managed care brings two separate and important responsibilities for staff; Enrollment Counselors who determine eligibility for managed care explain IRIS and Family Care and then refer them to their choice for service planning and Options Counselors where staff work with persons who are private pay assisting with service planning within each person's private and informal resources.

DIRECTORS REPORT: Ms. Christianson announced the retirement of Ms. Zuidmulder, AddLife Program Coordinator commending her for her years of dedication and hard work. Mr. Slusarek has accepted the position and will be working with Ms. Zuidmulder transitioning to the new position on January 1, 2015.

Ms. Christianson reminded the board of the change of date for the May board meeting to May 29. Lisa Mills, a consultant working for the state to lead the community based employment initiative is scheduled to provide education around this topic.

LEGISLATIVE UPDATES: Ms. Christianson announced the Silver Alert bill passed in Wisconsin. Similar to Amber alert it provides a statewide communication system to assist in locating older adults who are missing and at risk.

ANNOUNCEMENTS: Mr. Epstein noted a number of encounters as a volunteer where persons praised the ADRC and its work, i.e.: a consumer using the Loan Closet, agencies at an Aging Network meeting, participants of the Medicare Minutes presentations, as well as the assistance he has received. He thanked the staff for all their great work.

NEXT MEETING – MAY 29 AT THE ADRC: The next regularly scheduled Board of Director's meeting will be at 8:30 a.m. on May 29 at the ADRC.

ADJOURN: Ms. Robinson/Ms. Swigert moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:30 a.m.

Respectfully Submitted,
Laurie Ropson, Quality Assurance/Outreach Coordinator

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
NOMINATIONS AND HUMAN RESOURCE COMMITTEE MEETING

April 22, 2014

MEMBERS PRESENT: Beth Relich, Lisa Van Donsel, Tom Diedrick, Barb Robinson

ALSO PRESENT: Tom Smith, Senior Analyst Brown County Human Resources, Devon Christianson, Christel Giesen, Debra Bowers, Laurie Ropson

The meeting was called to order by Chairman Diedrick at 4:35p.m.

ADOPTION OF AGENDA: Beth Relich/Lisa VanDonsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES of February 18, 2014: Barb Robinson/ Beth Relich moved to approve the minutes of the February 18, 2014 meeting. **MOTION CARRIED.**

ENTER CLOSED SESSION TO CONSIDER: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session was held considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Chairman Diedrick moved the meeting into closed session at 4:37pm.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session was held considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Lisa/ Barb moved to approve returning to open session at 5:05pm **MOTIONED CARRIED.**

RE-ORGANIZATION OF RECEPTIONIST/SUPPORT TEAM:

Mrs. Christianson referenced the organizational chart provided in the packet and discussed the needs of the ADRC and the importance of cross-training all support staff to meet those needs. With vacancies in the Reception Team Lead and Secretary positions, an evaluation of the unit responsibilities, agency needs and resources was conducted and included individual, unit and agency staff input as well as learnings from process improvement efforts. The proposed reorganization ensures agency and consumer needs are met and includes revising the Office Assistant position, eliminating the Reception Team Lead and Secretary positions and filling those vacancies with an Office Assistant.

Ms. Robinson questioned the organizational structure with Office Assistants and Reception staff located in under the Finance and AddLife Coordinators rather than across all departments. Ms. Christianson stated the support team provides assistance to all consumers and departments at the ADRC and the organizational chart depicts the unit position and supervision. Ms. Relich shared that today it is common for departments to internally manage a greater amount of support work and feels that ADRC's organizational structure reflects this as well.

Ms. Robinson shared that when coming to the AddLife Center for classes or activities, she is aware of how busy the reception staff are and how valuable a greeter would be in welcoming customers.

Ms. VanDonsel expressed that the proposed reorganization would help to reduce the number of times consumers have to tell their story and discussed the benefit of this change.

Ms. VanDonsel/Ms. Relich moved to proceed with the proposed restructure as stated. **MOTION CARRIED.**

AddLIFE CENTER RETIREMENT-NEW POSITION DESCRIPTION-SUCCESSION

MS Christianson shared that Snooky Zuidmulder, AddLife Coordinator, has submitted her notice of retirement effective December 31, 2014. After consult with Brown County Human Resources, the position description was updated and posted internally allowing an opportunity for succession planning. Jeremy Slusarek, current Rural Outreach Coordinator and Dining Site Assistant, applied, interviewed and accepted the position, which will not go into effect until January of 2015 following Snooky's retirement, but will allow for seven months of mentoring and planning in preparation of the transition.

Ms. Relich/Ms. VanDonsel moved to approve the revised AddLife Coordinator job description and succession plan. **MOTION CARRIED.**

DEMENTIA CARE SPECIALIST JOB DESCRIPTION

Ms. Christianson explained that the Dementia Care Specialist grant application required the development of the attached job description for a Dementia Care Specialist position. Award announcements are expected within the next week and if selected the expectation is that we would fill the position quickly. Ms. VanDonsel/ Ms. Robinson moved to approve the job description and to fill the position if awarded the grant. **MOTION CARRIED.**

ADJOURN MEETING: Ms. VanDonsel/Ms. Robinson moved to adjourn the meeting at 5:34p.m. **MOTION CARRIED.**

Respectfully submitted,
Christel Giesen

PORT AND RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, February 10, 2014**
Brown County Port & Resource Recovery, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Neil McKloskey at 11:35 am.

2) Roll Call:

Present: President Neil McKloskey
Vice-President Craig Dickman
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Greg Flisram
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek
Commissioner Ron Antonneau (12:39 pm)

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Chester McDonald, McDonald Warehousing
Chester A McDonald, McDonald Warehousing
Mark Rahmlow, Office of Congressman Reid Ribble

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Craig Dickman and seconded by Bryan Hyska. Unanimously approved.

4) Approval/Modification – December 9, 2013 Meeting Minutes

A motion to approve the minutes of December 9, 2013 was made by Hank Wallace and seconded by Tom Klimek. Unanimously approved.

5) 2013 Annual Report– Request for Approval

Dean Haen, Director of Port & Resource Recovery, went over the 2013 Annual Report which included a message from the Director, an overview, environment summary, economic impact, 2013 accomplishments, 2014 goals and 2013 financial highlights. After approval, the annual report will go to the Planning, Development and Transportation Committee, County Board and the county Executive. The annual reports will be put into a pdf format and distributed by email to the Legislatives, NEW North, WCPA Ports and the Port of Green Bay Terminal Operators.

A motion to approve the 2013 Annual Report was made by Craig Dickman and seconded by Bryan Hyska. Unanimously approved.

6) Green Bay Marathon Security Deposit for Demurrage Charges – Request for Approval

As every year, John Mory and Sean Ryan (Cellcom Green Bay Marathon) are looking to provide a check in the amount of \$7,500 to be held for demurrage charges for the Port to offer some or all up to a ship captain to encourage the ship to avoid disrupting the marathon. Should a potential conflict arise the Port would be to ask the Captain of the ship to slow down or stop and offer the demurrage charges to cover additional costs this would cause. The Port always tries to encourage the Marathon Operators to recognize that when they are setting up their routes to minimize the amount of time of runners needing to cross a bridge. A suggestion was made to have the marathon notify the Port as soon as the crossing is complete.

A motion was made to notify Marathon that the Port of Green Bay can only influence the Ship and terminal operators encouraging avoidance of the bridges during the marathon. A motion to approve acceptance of the Green Bay Marathon Security Deposit for Demurrage Charges was made by Bernie Erickson and seconded by Neil McKloskey. Unanimously approved.

7) WDOT Harbor Assistance Program Statement of Intentions – Request for Approval

Every year the department is asked by the State to give them a list of potential grant projects in the form of statement of intentions for the Harbor Assistance Program. This is then used by WDOT for planning purposes and has been used by WDOT and the state legislature with regards to funding levels for the grant program. This is a compilation of the Terminal Operator's in Green Bay as well as in the Port's overall's interest. There are no new projects for the Port added this year but the current statements of intentions (SOIs) that have been identified in the past are just being carried forward because they have not reached the point of development. The projects have been prioritized. In summary, Great Lakes Calcium is looking at a project that was new last year to improve their storage and rail loading. Graymont Western Lime is looking at doing some repairs to their dock wall. RGL Holdings is looking at either improving the river or their slip at the old Leicht dock-South dock. The department is looking at purchasing river front property along Fox River, East Shore, for creation of a public terminal facility. McDonald's Warehouse is working on a proposal to potentially utilize property for commerce. KK Integrated Logistic, Inc. is interested in dredging their North Dock. The department would like to deepen the Green Bay Harbor Navigational Channel, connecting slips and dock walls as well as improving various port properties should development opportunities occur. Adoption of the statement of intentions requires a passage of a resolution. The language is the same language as used in past years.

A motion to approve the WDOT Harbor Assistance Program Statement of Intentions was made by John Hanitz and seconded by Craig Dickman. Unanimously approved.

8) 2014 Public Relation Communication Plan – Request for Approval

The department had made a draft plan on what the intention of 2014 communication plan will look like. This was prepared by Leonard & Finco and the department. The public relations effort is similar to 2013 with some differences occurring in advertising. The plan includes production of a promotional video for the view of an inbound vessel coming into Green Bay, passing landmarks and Port terminals (360° view) and including loading/unloading process. This would be made available on the Port's website, exhibits and other applications. The department had budgeted \$5,000 for this project. The advertising would remain the same for Greenwood's Guide to Great Lakes Shipping (2014 edition), Great Lakes Seaway Review Publication and The Business News. The department would also continue to sponsor an event with Downtown Green Bay, Inc Summer in the City.

A motion to approve the 2014 Public Relation Communication Plan was made by Bryan Hyska and seconded by Tom Klimek. Unanimously approved.

9) Renard Island Closure and Causeway - Update

The department had submitted a Chapter 30 Permit application in November 2013. Wisconsin Department of Natural Resources (WI DNR) had responded that the application was incomplete and was seeking additional information, which is normal. It took until January 2014 staff to address WI DNR's request for additional information. The additional information included support from the riparian landowner, the City of Green Bay. The support letter states riparian owner is supportive of Brown County's interest in permitting the causeway as a permanent structure. The second was reviewing alternatives which included removing of temporary causeway, approval of existing temporary causeway as a permanent causeway as is and modifying the temporary causeway. The third requirement was to have a culvert maintenance plan. Fourth, was to have a Coastal Engineering Analysis completed. Fifth, the department had to look at mitigation for impacts. Lastly, the department had to address public fishing area. After the department had sent this additional information in response to WI DNR, they had requested more additional information. Since the U.S. Army Corps of Engineers said the causeway should not be narrowed the WI DNR is now saying do not narrow the causeway which would result in less stone for mitigation. In the new proposal, the width would not be changed and a longer box culvert would be installed. The proposed causeway could accommodate two 12-foot lanes. WI DNR also wanted additional information on the box culvert which was provided. The box culvert is \$100,000 and the costs of installing, moving the stone and putting fish sticks along the South side of the Island are still unknown, but the total costs are likely approaching \$150,000.

10) WCPA Visioning Document – Update

The department has been working with National Center for Freight & Infrastructure Research & Education (CFIRE) on getting the Wisconsin Commercial Ports Development Initiative moving

forward. This is a year-long project that will include the state's ports, industries and logistics sector to create a strategic plan and development initiatives that will help increase commercial development of Wisconsin's ports and support local and statewide economic development. The visioning document has not been fully executed yet. CFIRE had visited the Port of Green Bay, Port of Milwaukee, Port of Marinette/Menominee area and visited interviewed some Terminal Operators.

11) Director's Report – Update

The Milwaukee Journal Sentinel had an article where the U.S. Army Corps of Engineers had released the Asian Carp/Chicago Waterway Study with a variety of solutions on how to separate the Great Lakes from the river system such as changing every toilet that flushes in the city going a different direction. Almost every option is very costly and controversial.

Great Lakes legislators sent out a letter with 13 Senators and another letter with 39 representatives supporting Great Lakes dredging. This represents bi-partisan support for an extra 15% of dredging dollars dedicated towards the Great Lakes. Both Wisconsin Senators and Congressman Ribble supported this.

The Annual Port Symposium will be held Wednesday, April 23, 2014.

The Port of Green Bay was featured on the cover of Inland Ports. Also in the recent Insight Magazine there was an article on Brown County Port and the Airport.

The Port of Green Bay will exhibit at the WEDA conference.

Staff has reached out to restaurants in the downtown Green Bay Area for a place to hold future Harbor Commission meetings. To find a place that offered lunch, location, quiet, separated but still open to the public, costs and handicapped accessible was not available.

A motion to receive and replace on file was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.

12) Audit of Bills – Request for Approval

A motion to approve the Bills was made by Ron Antonneau and seconded by Hank Wallace. Unanimously approved.

13) Tonnage Report – Request for Approval

The end of the year tonnage report was posted in the Green Bay Press Gazette. The overall shipping season ended up being up 16%, 2.2 million tons of cargo and a 5% increase in vessel transits. There were larger bulk movements.

A motion to approve the Tonnage Report was made by Ron Antonneau and seconded by Hank Wallace. Unanimously approved.

14) Such Other Matters as Authorized by Law

None

15) Adjourn

A motion to adjourn was made by Craig Dickman and seconded by Ron Anntoneau.
Unanimously approved. Meeting adjourned at 1:06 pm.

Neil McKloskey, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

(DRAFT) MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Tuesday, April 22, 2014
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo		Tom Klimek	
Bill Balke (Vice-Chair)	<u>X</u>	Randy Loberger	
Craig Berndt	<u>X</u>	Doug Martin (Chair)	<u>X</u>
Geoff Farr		Tom Miller	
Mike Finn		Rebecca Nyberg	<u>X</u>
Paul Fontecchio	<u>X</u>	Eric Rakers	<u>X</u>
Steve Grenier	<u>X</u>	Derek Weyer	<u>Exc</u>
Ed Kazik	<u>Exc</u>	Tom Wittig	

(Non-voting)

Alexis Kuklenski (FHWA – Madison)	<u>Exc</u>
Jim Kuehn (WisDOT – Madison)	<u>X</u>
Chris Bertch (FTA Region 5)	

Others Present: Philip Gritzmacher (WisDOT-Madison), Matt Schreiber (WisDOT-Madison), and Cole Runge (BCPC).

D. Martin opened the meeting at 10:00 a.m.

ORDER OF BUSINESS:

1. Approval of the November 18, 2013, Transportation Subcommittee meeting minutes.

A motion to approve the minutes was made by S. Grenier and seconded by E. Rakers. Motion carried.

2. Recommendation to the BCPC Board of Directors regarding Transportation Alternatives Program (TAP) project approvals for the Green Bay Urbanized Area.

C. Runge stated that the TAP project application that was submitted by the Village of Allouez is the only application that was submitted for TAP funding through the MPO. He stated that another community had initially intended to submit an application, but the community ultimately decided to not submit the application prior to the deadline.

C. Runge asked C. Berndt if he would like to summarize the village's proposed TAP project for the subcommittee.

C. Berndt stated that the TAP project will add sidewalks around the Webster Elementary School campus to enable and encourage the many Webster students who live south and east of the campus to walk and bicycle to school. He also stated that the TAP project was derived from the village's Safe Routes to School plan that was adopted by the Allouez Village Board in February of 2012.

A motion to recommend approval of the TAP project to the BCPC Board of Directors was made by P. Fontecchio and seconded by S. Grenier. The motion carried unanimously.

3. Recommendation to the BCPC Board of Directors regarding the draft Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan.

C. Runge summarized the contents of the draft plan and stated that most of the other MPOs in Wisconsin are in the process of developing similar plans. He stated that the draft plan was submitted to the Wisconsin Department of Transportation (WisDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) for review, and MPO staff recently received comments from these agencies. He then asked the subcommittee members if they had questions or comments about the draft plan.

A motion to recommend approval of the plan to the BCPC Board of Directors was made by C. Berndt and seconded by B. Balke. The motion carried unanimously.

4. Discussion of the MPO's project ranking criteria and scoring system for Surface Transportation Program – Urban (STP-U) funding.

C. Runge summarized the staff report that was distributed to the subcommittee on April 11, 2014. He stated that federal regulations for metropolitan transportation planning require MPO plans and Transportation Improvement Programs (TIPs) to provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the metropolitan planning area. He also stated that the regulations require MPO plans and TIPs to provide for consideration of all modes of transportation. The MPO's project ranking criteria and the point values assigned to them were established by the BCPC Board of Directors to allow all modes of transportation to have a reasonable opportunity to receive STP-U funds through the MPO.

C. Berndt stated that the point values for the pavement condition criterion should be adjusted to enable applicants to receive more points for addressing a street's condition before it deteriorates to the point where it needs to be reconstructed.

S. Grenier stated that the City of Green Bay repairs and resurfaces its streets when they reach PASER ratings of 4 or 3. He also stated that the MPO would be able to improve the condition of more streets with the available STP-U funds if the streets were improved before they deteriorate to the point where complete reconstruction is necessary.

E. Rakers stated that De Pere also improves the condition of streets before they deteriorate to the point where reconstruction is necessary, and he agreed that it would make sense to enable projects to receive more points for addressing deficiencies before they become severe.

P. Fontecchio stated that some of the existing criteria do not differentiate projects from each other and suggested that a couple of the criteria could be replaced with criteria that do differentiate projects.

E. Rakers stated that he is concerned that the MPO's member communities will be at a competitive disadvantage if the criteria are changed too much. He stated that the subcommittee members should ask themselves if they are dissatisfied with the existing criteria before changing them.

P. Fontecchio suggested that MPO staff develop draft revisions to the existing project selection criteria, and the subcommittee members agreed.

C. Runge stated that MPO staff will develop draft revisions to the project selection criteria and distribute the draft revisions to the subcommittee for review and comment.

S. Grenier stated that he has concerns about the state's "Complete Streets" policy (Trans 75) and that he intends to talk to legislators about making the policy more flexible. Specifically, he would like Trans 75 to allow project sponsors to add bicycle facilities along minor streets that run parallel to projects on major streets if traffic volumes on the major streets are high and/or if right-of-way constraints exist along the major streets.

D. Martin stated that he agrees that Trans 75 should be more flexible.

S. Grenier stated that he is fine with bicycle facilities as components of projects, but he thinks Trans 75 should be flexible enough to allow bicycle facilities to not be placed within the right-of-way of some major streets if certain conditions exist.

E. Rakers stated that he agrees with this as well.

C. Runge asked S. Grenier if he wants parallel minor streets to be equipped with bicycle facilities because he is concerned about a lack of adequate right-of-way for bicycle facilities or high traffic volumes on major streets.

S. Grenier stated that he is concerned about both.

C. Runge stated that striped bicycle lanes or other facilities that provide additional street space for bicyclists are included on major streets because these streets tend to carry high volumes of traffic. Minor streets that handle low traffic volumes are typically not equipped with special bicycle facilities because these streets are assumed to be safe for bicyclists without them. Another reason that bicycle lanes and other similar facilities are included on major streets is because travelers on major streets tend to have the right-of-way at intersections, which prevents bicyclists from having to stop every block or two at stop signs like they often have to do on minor streets. It also allows bicyclists to avoid having to cross major streets at locations where traffic on the major streets does not have to stop.

R. Nyberg stated that it is bad when the types of bicycle facilities along streets change from community to community (e.g. from bicycle lanes to an off-street trail). This bicycle facility transition problem must be addressed.

B. Balke asked if the availability of funding criterion will remain in place.

C. Runge stated that it is possible that this sub-allocation criterion will not be allowed by FHWA in the future, and MPO staff will contact FHWA to determine if this is the case.

5. Update regarding the Green Bay MPO's 2014 Certification Review.

C. Runge stated that the MPO's certification review will occur on June 4 and 5 of 2014. He also stated that a certification review open house will be held at the Metro Transportation Center before the June 4 BCPC Board of Directors meeting, and representatives of WisDOT and FHWA intend to make a presentation about the review during the BCPC Board meeting.

6. Any other matters.

None.

7. Adjourn.

The meeting adjourned at 10:55 a.m.